

**FISH AND WILDLIFE SERVICE
EQUAL OPPORTUNITY**

Equal Opportunity

Part 060 Equal Opportunity Program

Chapter 2 Diversity and Civil Rights Award Program

060 FW 2

2.1 What is the purpose of this chapter? This chapter provides policy and guidance on the Fish and Wildlife Service Diversity and Civil Rights Award program.

2.2 Who is responsible for implementing this program?

A. The Chief, Branch of Diversity and Civil Rights is responsible for managing and implementing the Service's Diversity and Civil Rights Awards Program.

B. The Regional Directors (RD), California/Nevada Operations Office (CNO) Manager, and Assistant Directors (AD) may nominate candidates for the Diversity and Civil Rights Award from their respective Region/CNO or program. They send their nominations to the Washington Office Branch of Diversity and Civil Rights, where the Branch Chief reviews them and sends them to the Director.

C. The Assistant Regional Directors, CNO Assistant Manager, and Assistant Director – Budget, Planning and Human Resources, and the Human Resources Officer for the Washington Office assist the RDs/CNO Manager and ADs on nominations for the award. These officials must ensure that each nomination includes sufficient information to support the merits for the award and that the appropriate RD/CNO Manager or AD has endorsed the nomination.

2.3 What are the selection procedures for the award?

A. Nominations for the award are for the preceding fiscal year (October 1 to September 30).

B. The Branch of Diversity and Civil Rights must receive the nominations before the end of the first quarter of the new fiscal year (before December 31).

C. An employee or a manager may make a recommendation for the award and send it up through his/her chain of command.

D. Individuals making nominations for the award must complete the nomination form entitled "Diversity and Civil Rights Nomination Form" (see [Form No. 3-2324](#)).

E. Individuals making nominations for the award must send them to the Washington Office Branch of Diversity and Civil Rights.

F. The Branch of Diversity and Civil Rights reviews the justification for the nomination, collects any additional information necessary to support the justification, and forwards a justification package to the Director.

G. Nomination packages must contain a cover letter signed by the RD/CNO Manager or AD.

H. The Director will make selections for the award.

2.4 What are examples of achievements and contributions?

A. Demonstrated outstanding performance in managing and implementing the Regional/CNO or Service's [Equal Employment Opportunity Commission \(EEOC\) Management Directive 715](#) program.

B. Demonstrated outstanding performance in addressing the under-representation issues of women, minorities, and individuals with disabilities.

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C. Demonstrated outstanding performance in managing and implementing Regional/CNO or the Service's EEO program.

D. Demonstrated outstanding leadership and support for the Diversity and Civil Rights program.

E. Demonstrated outstanding performance on other initiatives that support diversity and civil rights in the Service.

2.5 What do award recipients receive? Each recipient of the Director's Diversity and Civil Rights Award will receive a certificate, appropriate for framing, signed by the Director.

2.6 How are the award presentations made? We make presentations at an appropriate ceremony at the Regional/CNO or Washington Office.



DIRECTOR

Date: January 6, 2006